



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



Housing Regulation Administration  
Rental Accommodations Division



**RENTAL ACCOMMODATIONS DIVISION (RAD)**  
**(202) 442-9505**

**DROP BOX COVER FORM**

If you are leaving documents in the drop box for filing with RAD/the Rent Administrator, complete this form in its entirety. PLEASE PRINT.

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Mailing Address (No P.O. Boxes): \_\_\_\_\_

\_\_\_\_\_

Your Daytime Telephone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Housing Accommodation Address:

\_\_\_\_\_

You will be contacted by telephone or email when your documents have been reviewed and ready for pick up.

For Housing Provider's Disclosure to Applicant (Form 3), Housing Provider's Disclosure to New and Existing Tenants (Form 4), Notice of Tenant Rights Regarding Housing Provider Disclosure Forms (Form 5), Housing Provider's Notice to Tenant of Adjustment of Rent Charged (Form 8), Certificate of Notice to RAD of Adjustment in Rent Charged (Form 9), and notices to vacate (collectively Notices and Disclosures), RAD will review your submission within five (5) business days.

If documents are disapproved, you will receive an explanation letter by email or first-class mail.

**Note: RAD does not provide same day service.**